

<b>Position Title:</b>	Finance Business Partner
<b>Reports To:</b>	Business Planning & Performance Manager
<b>Direct Reports:</b>	nil
<b>Group:</b>	Finance & Business Performance team
<b>Key Relationships:</b>	Science, Partnerships, Legal, People & Culture, Technology & Digital Services, Infrastructure, Farms and Facilities Team
<b>Location:</b>	Lincoln Campus
<b>Date:</b>	July 2024
<b>Grade:</b>	17

## WHO WE ARE

We are passionate innovators, dedicated to making a difference to the future of New Zealand by delivering world-leading research and through complex problem solving across diverse agricultural areas. We are respected by the scientific community for thought leadership, trusted by industry partners for the value we add to the sector, and admired by farmers and governmental stakeholders for all that we do to keep New Zealand at the forefront of global agricultural excellence.

We go beyond innovation to maintain AgResearch's role as a leading collaborator and contributor to New Zealand's worldwide agricultural reputation.

Our Vision is to drive economic prosperity by transforming agriculture while incorporating the fundamental concepts of sustainability, environmental responsibility, and Mātauranga Māori.

## POSITION SCOPE & PURPOSE

The Finance Business Partner provides trusted, insightful and comprehensive financial advice and partner with leaders at AgResearch to support the delivery of business goals. This includes the provision of analysis and options to inform business decisions. The role supports the Business Planning & Performance Manager to develop and maintain the planning and performance finance function at AgResearch. This role utilises financial and commercial knowledge to provide quality financial planning and analysis, which supports internal stakeholders with their decision making.



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*Bright Minds*

*Leading the Way*

*Significance*

*Balance*

## KEY ACCOUNTABILITY AREAS

### FINANCIAL LEADERSHIP & RELATIONSHIP MANAGEMENT

Work closely with the Business Planning & Performance Manager to:

- Facilitate the costing and pricing processes that contribute to the ongoing financial sustainability of AgResearch.
- Adapt the costing and pricing processes as required using appropriate models and methodologies.
- Develop strong relationships with internal stakeholders, supporting science including sponsors to plan and review the financial aspects of science projects.
- Partner with internal stakeholders with financial analysis to support financially sound decision making.
- Support the development of organisational operational reporting and analysis and present this to internal stakeholders in a clear manner.
- Utilise knowledge of organisation to make appropriate decisions on planning or reporting in uncertain situations.
- Support the annual budgeting and forecasting processes.
- Assist with the preparation of business cases by partnering with stakeholders.

### MASTER DATA AND SYSTEMS

- Regularly review financial practices performed outside of core finance system to ensure good practice is achieved.
- Monitor the maintenance of finance system master data so that the integrity of AgResearch's financial reporting is assured.

### POLICY & PROCESS

- Influencing internal stakeholders to follow agreed policies and processes.
- Assist with documenting business processes and maintaining them as changes in processes occur.
- Challenge business processes to improve efficiencies across the finance function.

### HEALTH, SAFETY & WELLBEING

- Maintain current knowledge and comply with all AgResearch's health, safety, and wellbeing (Te Whare Tapa Whā), policies, frameworks, systems, and procedures.
- Demonstrate safe workplace behaviour by taking all practicable steps to ensure own and other's safety in the workplace, coaching and influencing your people to ensure goals are met.
- Identify and report incidents, hazards, near misses and safety observations via AgResearch's health and safety reporting system.



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## ORGANISATIONAL OBJECTIVES

- Applies and implements prescribed project management methodology into all project work.
- Applies principles of continuous improvement by taking ownership for identification, analysis and investigation of work-related matters with the intent to improve, manage compliance and initiate best practice in our place of work.
- Actively participates in developing capability to strive towards our responsibilities as a tiriti partner. This includes, Te Tiriti o Waitangi training, te reo Māori me ōna tikanga, cultural bias training and actively supporting Māori employees in order to mitigate inequities.
- Ensures that all information created or received during the course of your work is managed as per [AgResearch Information Management policy](#). This includes naming, storing, classifying and ensuring it is available to other staff as per the policy.
- Actively participates in AgResearch performance process including setting objectives and having a robust development plan. Proactively and constructively contributes to performance conversations and personal development.
- Takes responsibility to understand and apply AgResearch policy, processes, systems, and procedures on a daily basis.
- Commits to accurate and timely information sharing and recordkeeping as per set organisational standards.
- Performs additional tasks, duties and/or responsibilities as directed by your people leader.
- The accountabilities set out above are not exhaustive. Therefore, it may be necessary for you to undertake other reasonable accountabilities as required, which are within your abilities.



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## PERSON SPECIFICATIONS

The person best suited to this position will possess the following:

### EDUCATION & QUALIFICATIONS

- A relevant tertiary qualification in Finance discipline e.g. Accounting, Commerce, Finance
- Qualified Chartered Accountant status or equivalent is beneficial.

### CAPABILITIES & EXPERIENCE

- Extensive 5+ years experience in providing financial insight, advice and challenge in a large complex organisation.
- Proven quantitative and qualitative analytical and evaluative skills, incorporating problem solving, decision-making and creative thinking at a senior level.
- Excellent working knowledge of relevant standards, principles, policies, systems and processes and procedures, guidelines, practice and regulations including Public Finance Act – 1989, Financial Reporting Act – 1993, NZ and international accounting and reporting standards (including audit risk management), Generally Accepted Accounting Principles (GAAP).
- Excellent verbal/oral communication skills and strong interpersonal skills to liaise with a wide range of internal and external stakeholders.
- Ability to build and maintain effective internal relationships in order to be a ‘trusted business advisor’.
- Excellent negotiation, influence and persuasion skills, able to effectively and creatively challenge people, situations and current thinking.
- Extensive knowledge and understanding of management accounting and financial management principles and practices.
- Post qualification experience in commercial environments.
- Strong technical background in core finance areas.
- Experience with integrated financial planning tools.
- Experience with tier 1-2 Financial Management systems.
- Strong excel skills.



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## COMPETENCIES

Organisational wide competencies – these are the competencies determined by the organisation as critical to every role.	
Accountability	Accepts responsibility for one’s actions regardless of outcomes.
Caring About People	Displays sensitivity towards the attitudes, feelings, or circumstances of others.
Developing People	Provides support, coaching, training, and career direction to others.
Integrity	Acts honestly in accordance with moral or ethical principles
Driving Results	Accomplishes goals, completes tasks, and achieves results.
Leveraging Diversity	Respects and values individual differences to obtain a desired effect or result.
Relationship Building	Develops collaborative relationships to facilitate current and future objectives.
Self-Development	Actively acquires new knowledge and skills to remain current with and/or grow beyond job requirements.
Role based competencies – these are the competencies required to perform this role.	
Driving Change	Champions new methods, systems, and processes to improve performance.
Flexibility	Changes direction as appropriate based on new ideas, approaches, and strategies.
Listening to Others	Listens and restates the ideas and opinions of others to improve mutual understanding.
Processing Information	Gathers, organizes, and analyses diverse sources of information.
Decision Making	Uses sound judgment to make timely and effective decisions.
Influencing Others	Persuades others to help achieve organizational goals and objectives.
Solving Problems	Identifies solutions given available information.
Business insight	Applies business knowledge to achieve organizational goals and objectives.
Dealing with Ambiguity	Comfortably handles unclear or unpredictable situations.
Professionalism	Acts in accordance with job-related values, principles, and standards.

